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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 22 July 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 28, 15 - 21 July 1958.

1. Numbers in Clerical Induction Training. During the week of 15 July 1958 there were 124 people in Clerical Induction Training. Of those, 81 entered for the first time.

2. Numbers in Clerical Orientation Training. During the week of 15 July there were 16 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 15 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	38	5
Typewriting	65	24

PERSONNEL NOTES:

25X

25X1

*This is back**on duty.*

*O/Pers, in the person of**is very unhappy about the new procedure for identifying unteachable new EOD's, and for*

25X

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getting them out of shorthand and/or typing
classes, and for down-grading them to
Clerk. C/AE and C/IS are sure that the
selection is sound & is justified. (Why
perpetuate the recruiter's mistake?) As
of Thursday, it appeared that O/Pers would
not register a formal complaint, but
there was still grumbling in Clerical
Placement. *EF*